

SEMI-PUBLIC WALDO: HOW TO ADD A PROPERTY OWNER



Department of Health and Family Services
Division of Public Health
608-261-6876
plicasbestoslead@dhfs.state.wi.us

Wisconsin Department of Health and Family Service - Wisconsin Asbestos and Lead Database Online - Microsoft Internet Explorer p

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Address http://apps3.dhfs.state.wi.us/public_waldo/app/MaintCompany

[Add Facility](#)
[Property Owner Add](#)

[Search Facility](#) Enter information in the following fields to add a property owner to the registry. Then, click the Preview button.

[Search Property Owner](#) Asterisks indicate required fields.

Property Owner or Authorized Representative	Jane Doe *
FEIN	39-1234567
For Profit	<input checked="" type="checkbox"/>
Trading Status	In Business
Mailing Address - Street	1 West Wilson Street
City	Madison *
PO Box	PO Box 1
State	Wisconsin
Zip	
Phone	(608) 261 - 6876
Fax	(608) 266 - 9711
Cell	() -
Pager	() -
Email	

Preview

Done

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Local intranet 10:16 AM

1. Enter property owner's legal name, including designations such as INC or LLC.

For individuals, use full names (not nicknames).

Note: Do NOT use punctuation (such as periods, commas, apostrophes, hyphens, slashes) when entering data in WALDO.

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Property Owner Add

Enter information in the following fields to add a property owner to the registry. Then, click the Preview button.

Asterisks indicate required fields.

Property Owner or Authorized Representative Jane Doe *

FEIN 39-1234567

For Profit ☒

Trading Status In Business

Mailing Address - Street 1 West Wilson Street

City Madison *

PO Box PO Box 1

State Wisconsin

Zip ▲

Phone (608) 261 - 6876

Fax (608) 266 - 9711

Cell () -

Pager () -

Email

Preview

2. Complete the rest of the form.

FEIN is the Federal Employer Identification Number. It is not a required field, but helps identify the correct property owner.

If the mailing address is not in Wisconsin, send DHFS an email to provide the correct state.

Phone, fax, cell, pager an email information is optional, but would be helpful if we need to contact the property owner. A phone number and email address would be the most useful.

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For a Wisconsin mailing address, do not enter the zip code. WALDO will check the address and provide the correct 9-digit zip for valid Wisconsin mailing addresses.

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 Wisconsin Department of Health & Family Services

WALDO

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▪ [Add Facility](#)
 ▪ [Search Facility](#)
 ▪ [Search Property Owner](#)

Property Owner Preview

Review the following property owner information. If accurate, click the Save button. Or, click the Edit button to make the additional changes.

Company Id	201430
Property Owner or Authorized Representative	Jane Doe
FEIN	39-1234567
For Profit	Y
Trading Status	In Business
Mailing Address - Street	1 W WILSON ST
City	MADISON
PO Box	PO BOX 1
State	Wisconsin
Zip	53702-0033
Phone	(608)261-6876
Fax	(608)266-9711
Cell	
Pager	
Email	boushga@dhfs.state.wi.us

Edit Save

STOP

3. Carefully review the information.

4. To correct information, click on "Edit". You will be sent back to the "Property Owner Add" screen. Make your changes and click on "Preview".

Note: If you did not enter an email address, WALDO will enter your email address. Send an email to plicasbestoslead@dhfs.state.wi.us to correct this field.

Done

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Address http://apps3.dhfs.state.wi.us/public_waldo/app/MaintCompany



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Add Facility

Search Facility

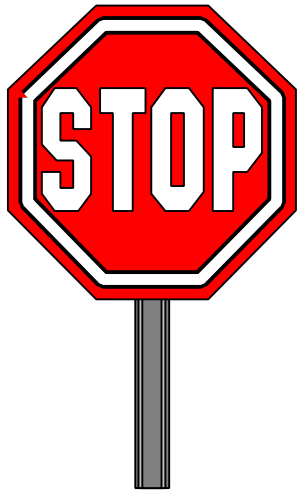
Search Property Owner

Property Owner Preview

Review the following property owner information. If accurate, click the Save button. Or, click the Edit button to make the additional changes.

Company Id	201430
Property Owner or Authorized Representative	Jane Doe
FEIN	39-1234567
For Profit	Y
Trading Status	In Business
Mailing Address - Street	1 W WILSON ST
City	MADISON
PO Box	PO BOX 1
State	Wisconsin
Zip	53702-0033
Phone	(608)261-6876
Fax	(608)266-9711
Cell	
Pager	
Email	boushga@dhfs.state.wi.us

Edit Save



Print before saving

5. When all information is correct, print this page, then click on "Save".

Note: You will not be able to view this page after you save it. To correct information later, email plicasbestoslead@dhfs.state.wi.us.

Done

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Address http://apps3.dhfs.state.wi.us/public_waldo/app/Maint

6. After you save the property owner, you will be returned to this screen. Click on "Add Facility" and follow the "Add Facility" instructions.

Add Facility

Property Owner Add

Search Facility Enter information in the following fields to add a property owner to the registry. Then, click the Preview button.

Search Property Owner Asterisks indicate required fields.

Property Owner or Authorized Representative	Jane Doe *
FEIN	39-1234567
For Profit	<input checked="" type="checkbox"/>
Trading Status	In Business
Mailing Address - Street	1 West Wilson Street
City	Madison *
PO Box	PO Box 1
State	Wisconsin
Zip	
Phone	(608) 261 - 6876
Fax	(608) 266 - 9711
Cell	() -
Pager	() -
Email	

Preview

Done Local intranet

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Do NOT click on "Preview" again. If you were to preview and save again, you will create a duplicate of this property owner. If this happens, send an email to plicasbestoslead@dhfs.state.wi.us to remove the extra property owner.